

**PUBLICATION CLEARANCE REQUEST****INSTRUCTIONS**

Complete this form before work has begun on proposed project. Any additional explanation needed to help reviewers in determining the need for the project not fitting form spaces should be typed on a separate sheet with three copies attached to this form. Submit CD-27 first to unit publication and public affairs offices for approval, then to the Department Office of Public Affairs. Periodicals, after Department approval of this form, must also be cleared by OMB through Publications Service. The approved CD-27 assigned number must be included in the appropriate

box of the CD-10 printing requisition before production can begin. Consult DAO 219-4, June 18, 1982, for further assistance.

NOTE: If the Office of Public Affairs requires submission of the final copy and CD-10 for review, this must be done prior to submitting final copy and CD-10 to Publications Service.

**WARNING: Contracting must be done in conformance with Government and Department procurement regulations.**

3. REQUESTOR (Unit, bureau and / or office)

4. PROJECT DIRECTOR (Name, title, location, telephone)

5. TITLE OF PUBLICATION

6. DESCRIPTION AND JUSTIFICATION (Purpose, how the publication will benefit user, how it will add to existing area of knowledge, importance to unit mission and policy.)

7. SPECIFICATIONS

Ink color: Number \_\_\_\_\_ Cover only ☐ Cover and text ☐

If more than one color, when approved by Publications Service? \_\_\_\_\_

Graphics: Cover only ☐ Cover and text ☐ Photos: Number (est.) \_\_\_\_\_ Pages: Number \_\_\_\_\_

8. Audience

9. NUMBER OF COPIES Sales \_\_\_\_\_ Sold through GPO ☐ NTIS ☐ other ☐ (specify) \_\_\_\_\_ .

Free \_\_\_\_\_ (If free, justify benefits to taxpayer of distribution.) \_\_\_\_\_

10. SALES PROMOTION

No ☐ (If no, why not?)Yes ☐ (How?)☐ Require assistance with promotion plans

11. ESTIMATED COST

a. Editorial, copy preparation, research \$ \_\_\_\_\_

b. Printing, composition, graphics \$ \_\_\_\_\_

12. APPROPRIATION NUMBER

13. PROPOSED DATE FOR SUBMISSION  
OF COMPLETED COPY FOR PRINTING

14. APPROVALS: I certify this publication is essential to unit mission, all reasonable cost-reduction measures will be followed, alternate methods of communicating the message have been investigated and the proposed publication does not duplicate existing literature.

	Signature	Date	Address	Telephone
Project Chief				
Unit Publications Clearance Officer				
Unit Office of Public Affairs				

  

15. FINAL APPROVALS	Signature	Date	Assigned No.
	Signature	Date	

Office of Public Affairs O / S	Publications Service
<input type="checkbox"/> Cleared	<input type="checkbox"/> Cleared
<input type="checkbox"/> Copy and CD-10 to be submitted to OPA prior to submitting to PS	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Disapproved	